



HISTORIC HOMEOWNER GRANT PROGRAM

Summer
2007

The District of Columbia Historic Preservation Office is authorized under the Targeted Historic Preservation Assistance Amendment Act of 2006 to establish and manage a grant program to assist homeowners in the rehabilitation of their historic primary residence. The maximum grant allowable is **\$25,000**, except in the Anacostia Historic District where the maximum is **\$35,000**.

The purpose of Part I is to review your eligibility to receive this grant. Eligibility is based on location of the project, gross income of household, and type of work. Part I will also show whether applicant will be required to contribute their own money to the project. HPO staff will review Part I applications and return them to applicants with comments. It is recommended applicants use comments to prepare Part II. *Part I of the application is due 5:00 P.M., Monday, July 9, 2007. See page 3 for schedule details.*

Application -- Part I

Completion of Part I should take less than 30 minutes. Additional time for photographs may vary.

General Information

Fill in the address of the property where the rehabilitation work would be performed, and the name of the homeowner who would receive the grant.

Street Number

Street (Including quadrant: NW, NE, SE or SW)

Washington

DC

City

State

Zip code

Applicant Last Name (including Jr., Sr., III, etc.)

Applicant First name

M.I.

email

Telephone

Historic District

To be eligible, the property must be historic and contribute to the character of the historic district.

In which historic district is this property located? (Check only one)

- | | |
|---|--|
| <input checked="" type="checkbox"/> (X) Anacostia | <input type="checkbox"/> () Mount Pleasant |
| <input type="checkbox"/> () Blagden Alley/Naylor Court | <input type="checkbox"/> () Mount Vernon Square |
| <input type="checkbox"/> () Capitol Hill | <input type="checkbox"/> () Mount Vernon Triangle |
| <input type="checkbox"/> () Greater Fourteenth Street | <input type="checkbox"/> () Shaw |
| <input type="checkbox"/> () Greater U Street | <input type="checkbox"/> () Strivers' Section |
| <input type="checkbox"/> () LeDroit Park | <input type="checkbox"/> () Takoma Park |

Income

Grants are for low- and moderate-income households. You must meet specific income tests to be eligible for a grant.

What income category are you? (Check only one). Use the "Eligibility and Match Requirements Table" on Page 4. Use your Adjusted Gross Income from your most recent Federal tax filing, (typically 2006). Look on Form 1040, line 37; Form 1040A, line 21; or Form 1040-EZ, line 4.

- | | |
|---|---|
| <input type="checkbox"/> () Category 1 | ELIGIBLE. No match required. |
| <input type="checkbox"/> () Category 2 | ELIGIBLE. 15% match required in Anacostia. 25% in all other historic districts. |
| <input type="checkbox"/> () Category 3 | ELIGIBLE. 40% match required in Anacostia. 50% in all other historic districts. |
| <input type="checkbox"/> () Category 4 | NOT ELIGIBLE. Gross household income too high. |

What tax year did you use to determine your category? _____

Did you file DC income taxes for 2006? . ☐ () Yes ☐ () No

EXAMPLE

A household of 5 people in Anacostia had a 2006 household income of \$73,000. The table on Page 4 shows they are in Category 2, so they must pay 15% of preservation costs themselves. Preservation costs will be \$12,000. Therefore, they would need to provide a match of \$1,800 (15%) to be eligible for a grant of \$10,200 (85%).

NOTE

In Part II of the application, you will be required to submit more details about the income of each member of your household and to authorize the Office of Tax & Revenue (OTR) to verify your income statement. This authorization will also allow OTR to share this information with HPO.

Homestead Deduction

All grant recipients must currently receive the Homestead Deduction for property taxes.

Do you currently own the property? ☐ () Yes ☐ () No

Do you currently occupy the property? ☐ () Yes ☐ () No

Do you currently receive the Homestead Deduction for this property? ☐ () Yes ☐ () No

NOTE

The Office of Tax and Revenue will certify this information. Homestead Deduction information is shown on your semi-annual property tax bill. You may also look up this information at www.otr.cfo.dc.gov. Click Real Property Service Center, then click Real Property Tax Database Search, then click Search Real Property Assessment Database. Enter your address and review the result.

Application -- Part I (continued)

Area of Work

Must be exterior alterations or interior structural repairs

On what part of the property do you plan to do work? (check all that apply)

☐ Front

☐ Roof

☐ Side(s)

☐ Interior structure

☐ Rear

☐ Landscape (fences, retaining walls, etc.)

Photographs

You may submit developed film prints or printed digital photos

Enclose photographs that show the current conditions of the areas checked above. Photographs should show the entire portion of the building from ground to roof. For each area checked above, you should provide at least two (2) photographs from different angles. Close-up, detailed photos should be included only if your proposed work includes a structural repair, or replacement of building parts that are too deteriorated or damaged to be repaired or restored.

How many photos are submitted with this application? _____

NOTE

Grants are only available for preservation work that has not yet been performed. Grants are not retroactive to work that has already been started or completed.

Project Description

Write a brief description of the preservation work you would perform with the grant. You will have an opportunity to provide more detailed information in Part II of the application.

Approximate amount of grant requested: \$ _____

Maximum = \$25,000, except
Anacostia max. = \$35,000

NOTE

This amount is not final. You are not obligated or limited to this amount at this time. You will finalize your grant request in the Part II application. Your response here is for informational purposes only.

Signature

Sign and date application.

I certify that the information recorded in this application is accurate and truthful to the best of my knowledge, and I acknowledge that completion of this application does not guarantee the award of a Historic Homeowner preservation grant.

X

Signature

Date

Please print name

Fill in your additional mailing information below only if your current mailing address is different than the address listed in the "General Information" section of this application.

Street Number

Street

City

State

Zip

Application -- Part I (continued)

Submit to HPO

When you submit Part I, don't forget to include your photos.

Return the completed Part I application to:

Historic Homeowner Grant Program
Historic Preservation Office
801 North Capitol Street, NE, Suite 3000
Washington, DC 20002

DEADLINE: APPLICATIONS MUST BE RECEIVED BY 5:00 P.M., MONDAY, JULY 9, 2007

Do not complete

this section. HPO staff will review your application, make comments here, and then return this form to you. At that time, if you meet the eligibility tests of Part I, you will receive a Part II application from HPO.

Property Evaluation

	<u>Yes</u>	<u>No</u>
Property located in historic district	()	()
Property contributes to character of historic district	()	()
Applicant receiving Homestead Deduction for property	()	()

Explain _____

Project Evaluation

	<u>Yes</u>	<u>No</u>	<u>Partial</u>
Proposal is eligible exterior alteration or structural repair	()	()	()

Explain/Recommendations _____

Staff
Initial

Applicant is certified eligible.

Part II application enclosed

<u>Yes</u>	<u>No</u>
()	()

Comments are provided by HPO staff historians and are advisory only. No answer or comment in this section should be taken as a guarantee or prediction of likelihood that a grant will be awarded.

Important Dates

July 9: Deadline to return complete Part I application to HPO
July 13: Part I with HPO comments mailed to applicants with blank Part II application
August 27: Deadline to return complete Part II application to HPO
September 27: Grant awards announced

Next Steps

While HPO staff reviews your Part I application, please review what you will need for Part II. Make note of future dates.

Part II Requirements. Eligible applicants will have approximately five (5) weeks to complete Part II of the application.

- ... Detailed gross income statements for every each household member
- ... Three (3) bids from contractors licensed for work in DC
- ... Project details including drawings or purchase orders as necessary
- ... Project budget showing clear separation of preservation and non-preservation expenses

Covenant. Applicants awarded grants will be required to enter into a legal covenant with HPO. The covenant will require grantee to maintain all grant-funded projects in good condition for five (5) years or risk having a lien placed on the property for the purposes of returning the grant to HPO.

Eligibility and Match Requirement Table*

Instructions: **Step 1**, in the first column on the left, locate the size of your household. **Step 2**, Follow that row across until you find your household Adjusted Gross Income. You must include all income sources, such as salary, rental income, business income, alimony, social security, etc. (Help: To quickly find your gross income, check your most recent federal income tax filing). **Step 3**, Follow that column up to the top where it will show your category. **Step 4**, check the appropriate space in the "Income" section of page 1.

Find the number of persons in the household	Category 1	Category 2	Category 3	Category 4
1	\$45,511 or below	between \$45,512 and \$68,267	between \$68,268 and \$75,852	\$75,853 and above
2	\$52,013 or below	between \$52,014 and \$78,019	between \$78,020 and \$86,688	\$86,689 and above
3	\$58,514 or below	between \$58,515 and \$87,772	between \$87,773 and \$97,524	\$97,525 and above
4	\$65,016 or below	between \$65,017 and \$97,524	between \$97,525 and \$108,360	\$108,361 and above
5	\$71,518 or below	between \$71,519 and \$107,276	between \$107,277 and \$119,196	\$119,197 and above
6	\$78,019 or below	between \$78,020 and \$117,029	between \$117,030 and \$130,032	\$130,033 and above
7	\$84,521 or below	between \$84,522 and \$126,781	between \$126,782 and \$140,868	\$140,869 and above
8**	\$91,022 or below	between \$91,023 and \$136,534	between \$136,535 and \$151,704	\$151,705 and above

*--Amounts based on a 2006 Median Family Income of \$90,300 in the Washington Metropolitan Statistical Area as set forth by the U.S. Department of Housing and Urban Development (http://www.huduser.org/datasets/il/i106/Medians_2006.pdf). Eligibility levels may be lower for tax years prior to 2006.

**--For households more than 8, call the Historic Preservation Office, 202-442-8800, for assistance.

"Match"

What is a match?

This grant will require some grant recipients to *match* the grant with their own money. A *match* requirement is typical of many grant programs, and sometimes can be as high as 100%. The *match* requirement for the Historic Homeowner grant is not this high. Depending on the applicant's gross household income and the location of the project, the grant requirement can be as high as 50% of preservation costs.

Any *matching funds* must go towards preservation expenses only. *Matching funds* cannot be taken from non-preservation costs. For example, an applicant might have a project that includes restoration of wood siding and an addition. The restoration work is eligible for a grant, but the addition is not. If a 15% match is required then the grant can pay for 85% of the restoration and 0% of the addition, and the applicant will be required to pay 15% of the restoration and 100% of the addition.